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18 SEP 1981

MEMORANDUM FOR: [REDACTED] DDO Representative
Building Planning Committee

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FROM: [REDACTED]
Chairman, Building Planning Committee

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SUBJECT: Conference Room Utilization Study

1. According to current records, your directorate is responsible for scheduling the conference rooms listed in attachment 1.

2. Your assistance is requested in having the special log sheet (attachment 2) completed during the period 1 October - 31 October. The completed forms should be returned to OL/BPS, 4E50 Hqs, by 5 November. Questions may be directed to [REDACTED] OL/BPS, [REDACTED]

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3. The information is required to assist in space allocation and interior design so that new building designs adequately provide for conferencing needs. The Staff will develop the recommended quantities, sizes, and design features for conference rooms. Additionally, the Staff will recommend increased office areas for managers in those instances where incorporating small conferencing capability in the office would increase efficiency.

4. If there are additional amplifying remarks you believe are pertinent to this study, please attach your comments with the completed logs.

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Attachments:

1. Conference Rooms Listed
2. Log Sheet w/Explanation

Distribution:

- Orig - Adse w/atts
- 1 - OL/BPS Subject, w/att
- 1 - OL/BPS Chrono, w/o att
- 1 - OL Reader w/att 1

OL/BPS, [REDACTED]

(17 Sep 81)

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Downgrade to UNCLASSIFIED When
Separated from Attachments

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